

Questioned Documents Unit (QDU) Validation of New Technical Procedures

1 Scope

These procedures apply to all QDU employees involved in validating new technical procedures in the QDU to ensure the scope and accuracy of the procedure meet the needs of the given application.

2 Internally Developed Technical Procedures

Procedure development and validation reviews will be recorded on the first page of the packet containing the supporting records for the procedure being developed and/or validated. At a minimum, procedure development and validation studies will address the criteria as outlined in *FBI Laboratory Practices for Developing Methods and Validating Technical Procedures*. In addition, examiners/analysts using an internally developed procedure(s) will be competency tested prior to use in casework. Technical review, approval records, a summary of the validation, and validation study records will be maintained in the QDU training room.

3 Externally Developed Technical Procedures

Prior to applying an externally developed procedure to QDU casework, QDU personnel must demonstrate and record that the technical procedure is sufficiently validated and performs as expected in the FBI Laboratory. This will be done in accordance with the *FBI Laboratory Practices for Developing Methods and Validating Technical Procedures*. In addition, examiners/analysts using an externally developed procedure(s) will be competency tested prior to use in casework. Technical review, approval records, a summary of the validation, and validation records will be maintained in the QDU training room.

4 Procedure Modifications

All minor and significant modifications will follow section 3.7 Procedure Modifications as outlined in the *FBI Laboratory Practices for Developing Methods and Validating Technical Procedures*. Any modifications to a procedure will be recorded on the *Activity and Communication Log (7-245)* (for Legacy cases) and the *Case Record Communication Log* (for Forensic Advantage cases). This will be done in accordance with the *FBI Laboratory Practices for Authorizing Deviations*. If the modification will be permanent, it will be incorporated into a revised issue of the technical procedure.

5 References

FBI Laboratory Operations Manual

Rev. #	Issue Date	History
4	09/26/19	1 Scope added "to ensure the scope and accuracy of the procedure to meet the needs of the given application."
5	04/15/21	Removed "to" in section 1 between "procedure" and "meet". Added "a summary of the validation," to both section 2 and section 3. Added the first sentence of section 4 and added "and". Removed " , or on a Major Deviation Request (7-258) depending on the nature of the change" and changed "standard operating" to "technical" in section 4.

Redacted - Signatures on File

Approval

Questioned Documents
Unit Chief

Date: 04/14/2021

Questioned Documents
Technical Leader

Date: 04/14/2021

Footwear/Tire Tread
Technical Leader

Date: 04/14/2021

QA Approval

Quality Manager

Date: 04/14/2021